ISR Environment

Data Input Module

Centralized Training

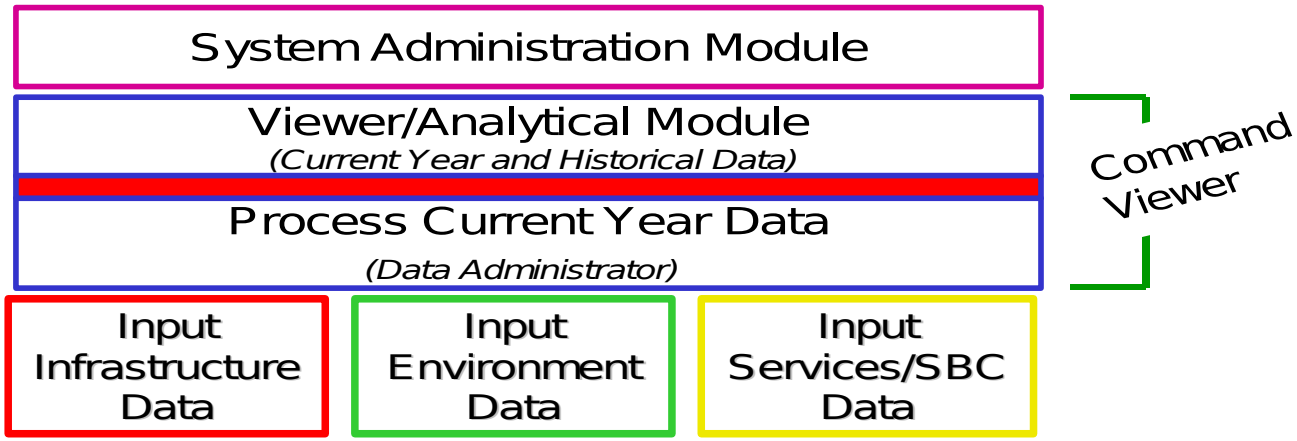
12-16 Jan 2004

Hands On

- Data Input Module
  - Overview
  - Login
  - Status box
  - Navigation
  - Data Entry
  - EPR/ERS Review and Import
  - QA/QC
  - Validation and Transfer

System Components

ISRWEB System Components



System Components

	Infrastructure	Environment	Services	SBC
Request / Manage ISRWEB User Accounts	ALL via ISRWEB Administration Module (Web)			
View Current Year & Historical Data	Command Viewer (Web)			Web
Process Current Year Data	Command Viewer (Web)			Web
Input Current Year Data	ISR Infrastructure (Web)	ISR Environment (Web)	ISR Services/SBC (Web)	Web

Hardware/Software Requirements

- The ISRWEB Application is run off of the Internet so there are no special hardware requirements other than an Internet connection.

- Software requirements are limited to types of browsers that the application will support.

- To run the ISRWEB, users will need Internet connectivity and either of the following browsers:
  - Microsoft Internet Explorer, Version 5.5 or later.
  - Netscape Communicator, Version 6.1 or later.

Key Process Changes Since 2003

- ISR Environment data input, processing, approval, and viewing is via the ISRWEB. Individuals performing specific ISR roles require ISRWEB user accounts.
- Current year data collection and approval is performed within the IMA Region reporting structure (i.e., ARNG, Regions (7), IMA Reserve, and associated subcommands and installations).
- Organizations not in the IMA Region reporting structure will have access to data only after it is locked at Army level.

Key Process Changes Since 2003

- Upgraded version of the ISR Command Viewer is available
  - Upgraded version includes new regional view
- Regions need to identify their ISR POC
- Must identify themselves as User Administrators for Infrastructure / Environment / Services / SBC
  - To approve/deny requests for accounts
  - To monitor the ISR Program
  - To monitor data collection status

Applying for an Account

- To obtain a user account, go to the ISR Website http://isr.hqda.pentagon.mil
  - Click on the ISR Web icon in the upper right corner
  - When the login screen comes up, click on "Request User Account" at the bottom of the screen
  - Fill out the requested information and submit.

- This will send an e-mail to the designated User Admin Manager for ISR Environment for your organization.

- When the account is approved, you will receive an e-mail.

- To add/modify roles, click on “View my account” after you login.

Applying for an Account

If the ISRWEB icon in the upper right hand corner is not visible, this means that the Macromedia Flash Player plug-in is not installed. To obtain the plug-in, click on the link to down load the Macro Media Flash Player. Check with your local System or Network Administrator to determine if you have sufficient system privileges to install the plug-in.

User Roles

Users will need an ISR Web account with at least viewing rights to ISR Environment for an Environment reporting installation in order to work with the application. The types of roles that a user account can have for Environment are as follows:

- A **View Only** role permits a user to view data pertaining to the user's organization; no changes to the data are possible with this role. For Command-level organizations, this role also permits viewing of data pertaining to any subordinate organizations that have approved their ISR data. *Applicable for Current Year and Historical ISR data for Reporting Organizations, and for Historical data only for View-Only Organizations.*

User Roles

- An **Evaluator** role for ISR users is only applicable for installation-level reporting within the ISR Web applications. Evaluators can enter/edit data for their Reporting Organization and have the same viewing permissions as the Viewer-Only role. (For ISR Reporting Organizations, an individual with an Evaluator role will have View-only permissions for that organization's data within the Command Viewer.) *Applicable only to Reporting Organizations.*

User Roles

- A **Validator** role permits a user to cause data validations* to be performed on their Reporting Organization's dataset. In the Command Viewer (Infrastructure, Environment, and Services), Validators at Command level can "Return" the dataset of an immediately subordinate Reporting Organization should changes be needed, and can also enter comments/overwrite ratings, as appropriate. In the Command Viewer Validators at installation level can "Return" their installation dataset should changes be needed. The Validator Role also has the same permissions as the Viewer Only and Evaluator Roles. *Applicable only to Reporting Organizations.*

- A **Validator** in ISR Env can perform EPR data validation in Data Input Module.

(*Validations are used within the application to check the completeness of the data, and are distinguished from quality assurance type checks performer by individuals to determine the quality of the data.)

User Roles

- An **Approver** role is applicable in the Command Viewer (All ISR Components). Approvers can approve their Reporting Organization's data and also have the same permissions as the View Only, Evaluator, and Validator roles. The act of approving a Reporting Organization's data initiates the prescribed data validations, locks that data from further edit in the Data Input Module, and makes it viewable to the Reporting Organizations parent command. *Applicable only to Reporting Organizations.*

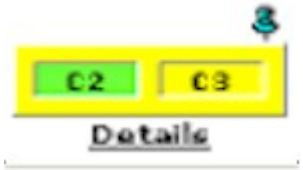
User Roles

- **User Administrator**: The User Administrator, or User Admin, is responsible for approving ISR Web account requests for the organization (i.e., Fort Carson) and component (i.e., Environment) he administers.
  - The User Admins for Installations have the ability to restrict access to specified Media and Pillars for users with the evaluator role.
  - The User Admin has no rights to view or otherwise work with the organization's data. All a User Admin does is action account requests.

- **Historical Data**: The Historical Data role gives users view only access to prior year locked data for Environment. This role is not organization specific as are the other roles listed above. Historical Data viewers can see all environment data for all reporting organizations in the Army.

Commander's Comments

Required



- C-3 or C-4 rating must be explained with a Commander's Comment
- Commander's Comment required for standards which require a comment if Amber or Red
- Media overwrite must be explained with a Commander's Comment
- Include Reason Code

Commander's Comments

- Explain major changes from the previous year
- Describe funding impacts
- Describe plans to raise or change rating
- Explain Potential risk to readiness
- Include the "Who, What, Where, Why, How"

Commander's Overwrites

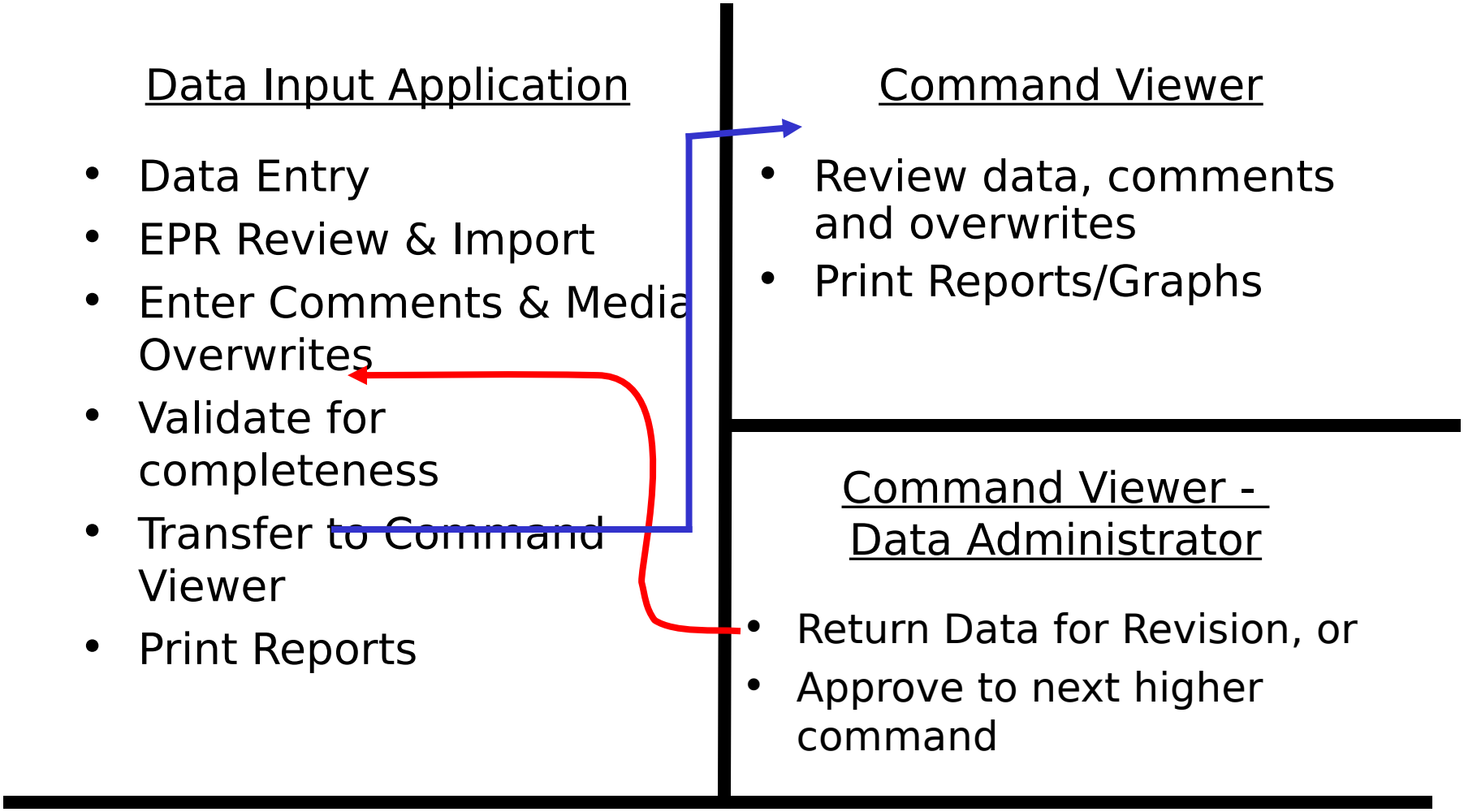
Overwrite only if it's absolutely necessary!!

- Overwrites used to express the Commander's subjective evaluation of each pillar
- Overwrites do not change the calculated rating
- Overwrites made only at the Media level for the overall rating
- Use the data input application to enter overwrite
- Comments required for all overwrites

Commander's Comments Examples

- **Good**
  - Qual #7 Notice of Violation received on 17 Dec 2002 for Turbidity violations at the Water Treatment Plant for months of July, Aug, Sept, Oct, and Nov 2002. At the time of the violation, the Treatment Plant was under contractor control. The contractor has been replaced and privatization is pending. The facility has received an extensive preventive maintenance effort and is now operating well within permit standards. No monetary fine was issued. O04
  - Quan #1 C-4 rating was due to project under-obligation based upon ($1,325) adjustments in Safe Drinking Water permits and fees. These fees fluctuate each year and are difficult to forecast with much degree of accuracy. FY2002 permit fees were well below the average cost set by prior years. R09, M10
- **Poor**
  - HWM-C3/C4 - Appropriate staffing levels have not been maintained. Why? Plan to fix?
  - PM-C3/C3 - Required environmental funding to meet regulatory requirements are identified in Installation EPR submittals. So what?
  - STM-C3/C4 – Must Funds requirements were identified, but were reprogrammed to meet critical funding shortfall in other media. Need more specifics.

Installation Level Process



- Print hard copy Status Report for Commander's signature and forward to next higher Command

Note: After data has been "returned to installation," the data must be changed and revalidated in the data input application before it can be transferred back to Command Viewer for approval (submitted to next higher

Command Level

Command Viewer

- Review subordinate data, comments, and overwrites
- Reports
- Graphs
- Queries
- Readiness Summaries

Command Viewer - Data Administrator

- Return data to subordinate level
- EPR Review & Import
- Enter Command Comments & Pillar Overwrites
- Validate for completeness
- Calculate Command Roll-up